644-2857

PERSONNEL

CLERK
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conscientious per
filles & records.
a must. To \$600.

PERMANENT STAFF

522-4210 ADMINISTRATIVE SECRETARY \$11,500

525-7870 SHARROW & ASSOCIATES PERSONNEL AGENCY

PERSONNEL AGENCY
FARMINGTON
RECEPTIONIST \$160
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GEN'L OFFICE

Large Suburban insurance office will train good typist to work in claims department, diversified position, no experience necessary, 8500 to start plus full benefits PERMANENT STAFF

522-4210 SEC'Y-\$9000

POSITION

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GENERAL OFFICE - position for new Oak Park company. No experience required if you type well and have studied bookkeeping Salary starts at \$550

**ADAMS** 

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PERSONNEL

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DICTA?

## JOBS !! Paid Nice company needs you wrate typing and flair fo

Stricts of Educational Services for large Southield Corporation. Handle travel arrangements for guest speakers. Help coordinate training manuels. Type 60. Light Shorthand, full benefits with CO.L.A. Dental & employer paid fee. SECRETARIES

WITH OR WITHOUT SHORT-HAND. Want free time and money too? Earn up to \$1.40 per hour using your typing speeds of 50 WPM or better. Secretaries/Steros may carn up to \$1.95 using your good shorthand. Dictsphone skills a ploa. We have long or short term assign-ments in all areas of the city Call for appointments. Staff Builders

Temporary Service: Oak Park Oak Park
967-0071
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Full-time position with West Dearbor builder-developer. Experience preferred but not necessary. Must type and use machines skillfully Apply in person, 24516 MICHIGAN AVE., 84 P.M.

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Department
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manufacturer distributor. Excellent
typing skills and office experience
required. Must love phone activity.
Southfield 946-8316

Prominent national company seeks your communication ability and good typing for Executive office \$700, plus top benefits. Call Kyle Fox

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GOOD TYPIST with head for
figures needed Real Estate or title
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School graduate, type 40 - 50,
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Tavalera Tomer tim offen 1756
start for Secretary with past light
experience and good skills.
National firm offers benefits plus
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Your New Boss Pays our Fer'
HARRIET SORGE PESCANSE,
SCRETARY Experience preferred Typing extential, so planthand, good telephone vices Plessweedays, 10 Am 0.5 PM 20-120
RECEPTIONIST for Troy com-

RECORPTIONIST for Troy com-pany, Typing 45 wpm, plus a neal paperance and conscientions atti-uole - necessary. Salary \$255-530 Benefits include dental and profit baring. Fee paid. FYPIST for Troy advertising com-pany Must type 60 wpm, and have figure aptitude. Salary \$500, benefits include medical and profit baring. Fee paid.

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PART TIME, one person office position in Troy. Must type and have some bookkeeping knowledge. \$350 to start. Raise guaranteed after a couple of months. Fee paid.

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BOOKKEPER'S ASSISTANT ermington office, starting pay Prefer experienced, non ker and living in area, over 30

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SECRETARY dictation & good with figures lent company benefits r in person, Monday the v Mrs. Hav. 10am-3om. MONTGOMERY WARD District Office

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SECRETARY \$7800 Suburban office needs sharp Sec tary with typing and shorth skills. Real growth potential Snelling & Snelling 478-3500

Type 30, July 2 and Seestes will consider methods of the Seestes will be seeded by the Seestes of the Seestes o BILLING CLERK
For marketing/distribution facility
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applicants must be aggressive and
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CLERK TYPIST

Excellent typing skills and an ac-racy with figures required for o research laboratories.

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Expanding & dynamic retail chain headquartered in Oak Park, needs a self-starter bookkeeper, accounts payable experience. Great opportu-nity, chance for advancement pleasant working conditions. Call Controller. Schoolcrell, Livenis, Michigan GISP.

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Typing, filing, varied offee mile loding some transcribing. Experince preferred.

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Good typing skills, aptitude for checking & typing figures Immediate opening for dependable person no our Sales Department. Duties neitude typing, fling & variety of assignments. Excellent employee benefits & promotional opportunities. Birmingham area. Call Vicki Sata.

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Help sale engineers; bedding
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MATURE PERSON is assume responsibility of opering abune morring. Part time hours 10 AM2-19 M daily, possible full day Saturday, Livedia. 413-902

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Applicants for these positions mus have prior experience in pro-motional selling and be able to work a fleatible schedule which will include daytime hours as well as evenings and weekends.

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By one of this areas pace-set specialists in furniture and ho furnishings. This is an unus opening for any man or wom cager to increase their earnings you are a free thinking, progress planner with limitless creativity, chillenging and according to the control of the control

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